

WATER POLLUTION CONTROL FACILITY MANAGER

DEFINITION

To plan, organize, direct, and coordinate the operation and maintenance of a Water Pollution Control Facility. The Manager also coordinates the operations and maintenance of the East Bay Dischargers Authority facilities both on and off site, formulates and implements operating policies and procedures within administrative guidelines.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Utilities Superintendent.

Responsibilities include direct supervision of subordinate supervisory personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Assists in development and implementation of goals, objectives, policies and priorities.
2. Plans, organizes and directs a large wastewater treatment and disposal operation.
3. Establishes policies, procedures, schedules and methods for maintenance of the water pollution control facility.
4. Analyzes plant and laboratory reports and directs the adjustment of processing methods to improve plant efficiency.
5. Plans and recommends the improvement of plant facilities through equipment acquisition; assists in development of specifications.
6. Controls the requisition of supplies, materials, and equipment.
7. Evaluates industrial waste reports and determines impact of such waste on sewage system activities.
8. Insures that the City is in compliance with all current waste discharge requirements established by regional, state and federal regulatory agencies; interprets policies and procedures established by regulatory agencies.

EXAMPLES OF DUTIES (continued)

9. Prepares, reviews and submits periodic reports regarding wastewater treatment and disposal.
10. Provides technical assistance to consulting engineers; reviews plans and specifications for wastewater treatment and disposal construction projects.
11. Insures that all safety regulations are adhered to.
12. Makes critical decisions to resolve emergency conditions resulting from wastewater treatment and disposal system malfunctions.
13. Responds to and resolves citizen complaints and concerns.
14. Prepares and administers Water Pollution Control Facility operating budget.
15. Coordinates division activities with other City departments, divisions and sections and with outside agencies.
16. Selects, supervises, trains and evaluates subordinates.

QUALIFICATIONS

Knowledge of:

Theory and practice of modern sewage treatment and of machines, equipment and material used in such treatment.

Chemical and physical processes involved in advanced methods of wastewater treatment.

Laboratory analysis and tests.

Maintenance of large and specialized mechanical and electrical systems.

Occupational hazards and safety precautions necessary in work.

Applicable federal, state and regional laws and regulations.

Principles of organization, administration, municipal budgeting and personnel management.

Ability to:

Plan, organize, lay out, assign and schedule a varied technical and maintenance program.

Supervise the maintenance of records and reports.

Maintain good working relationships.

Communicate clearly and concisely, orally and in writing.

Select, supervise, train and evaluate subordinates.

Communicate effectively to diverse groups.

Experience and Education Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of increasingly responsible experience in water pollution control operations including at least two years in a supervisory and/or management position.

Education: Equivalent to completion of twelfth grade supplemented by college coursework related to water pollution control operations or supervision.

Licenses, Certificates or Credentials: Must possess a valid Grade IV Certificate issued by the California State Water Resources Control Board at the time of appointment. A Grade V Certificate is highly desirable.

Must possess a valid Class C California Driver's License.

PROBATIONARY PERIOD: One Year

759CS91

August 1968

Revised September 1991

APP GROUP: 2

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt